



JOB ANNOUNCEMENT

Human Resources Department
13065 Orono Parkway
Elk River, MN 55330
June 30, 2015

Position: Fire Administrative Assistant

Location: City Hall, 13073 Orono Parkway

Pay rate: \$17.46 per hour to start – current pay range is \$17.46 to \$23.29

Schedule: 40 hours a week, Monday through Friday 8:00 a.m. to 4:30 p.m.

Summer hours are 7:30 a.m. to 5:00 p.m. Monday through Thursday, and 7:30 a.m. to 11:30 a.m. on Friday. Summer hours run from Memorial Day through Labor Day.

Position summary: The Administrative Assistant performs a variety of duties including data entry, record keeping, answering phones, and welcoming visitors to the facility. Responsible for providing administrative support to the fire department's administrative division.

Requirements: High school diploma or equivalent; one year of experience with Microsoft Office software, especially Excel, Outlook, Word, and Publisher; ability to work effectively with the public; although infrequent, the ability to return to work with little notice for a large scale emergency incident or disaster; and a valid driver's license.

Preference will be given to candidates with receptionist/administrative assistant experience, general accounting experience or education, familiarity with operations of a fire department, and familiarity with public safety software.

Deadline: Tuesday, July 14, 2015, 5:00 p.m.

To apply: Completed City of Elk River application packet is required for consideration and can be found on the city's website at www.ElkRiverMN.gov or by calling 763.635.1000.

If you require a particular accommodation with the application process, please call 763.635.1000.

The City of Elk River is an Equal Opportunity Employer.





City of Elk River

Fire Administrative Assistant

Position Description

Department/Division: Fire Department		Immediate Supervisor: Fire Chief	
Pay Grade: 4	FLSA Status: Non-Exempt	Last Updated: (date) 5/2015	
Positions Supervised: N/A			
Position Summary The Administrative Assistant performs a variety of duties including data entry, record keeping, answering phones, and welcoming visitors to the facility. Responsible for providing administrative support to the fire department's administrative division.			

Essential Functions

1. Performs receptionist duties.
 - A. Receives incoming calls to the department.
 - B. Answers routine questions.
 - C. Greets the public.
 - D. Explains departmental services, programs, and procedures.
2. Maintains public safety information by performing computer operation/data processing activities.
 - A. Codes, enters, and retrieves data from public safety information systems.
 - B. Enters, modifies, deletes, and manages information on in-house and state public safety information systems; submits incident reports to the State Fire Marshal's Office and other entities as required.
3. Performs various filing duties.
 - A. Files all hard copy data according to city and department policies/procedures.
 - B. Retrieves files and prepares copies of records to be distributed as needed within the department.
4. Performs clerical support duties.
 - A. Prepares weekly payroll reports and submits to the city's payroll clerk.
 - B. Receives correspondence, sorts mail, and forwards to appropriate personnel.
 - C. Assists in ordering, inventorying, and maintaining office supplies.
 - D. Drafts and prepares correspondence and letters and responds to public inquiries.
 - E. Assists with the new recruit hiring process and fire academy program.
 - F. Prepares confidential reports, letters, and memorandums using word processing software.
 - G. Types minutes from various committees within department.
 - H. Updates department's website, intranet, and social media applications.
 - I. Assists Fire Chief in emergency management planning and coordination of the city's safety program.
 - J. Proofreads documents to ensure accuracy of copy, grammar, punctuation, and syntax.

5. Performs other essential job duties.
 - A. Regular and timely work attendance.
 - B. Follows all safety procedures.
 - C. Participates in safety training.
 - D. Performs other duties as assigned by the fire chief.

Required Knowledge, Skills, and Abilities

- ☐ Skilled in proofreading written material for proper grammar and punctuation usage.
- ☐ Skilled in interpersonal and public relation skills.
- ☐ Skilled in organization and maintaining order of supplies.
- ☐ Skilled in paying attention to detail.
- ☐ Ability to respond to large emergency events to assist the department.
- ☐ Ability to work as a team member under stress.
- ☐ Ability to accurately type 45 WPM.
- ☐ Ability to adapt to and introduce change.
- ☐ Ability to be creative.
- ☐ Ability to present a positive and professional image of the City to the public.
- ☐ Ability to read, write, and comprehend basic instructions.
- ☐ Ability to work independently.

Minimum Qualifications

- ☐ High school diploma or equivalent.
- ☐ One-year experience with Microsoft Office software, especially Excel, Outlook, Word and Publisher.
- ☐ Ability to work effectively with the public.
- ☐ Valid MN Driver's license.

Preferred Qualifications

- ☐ Receptionist/Administrative Assistant experience.
- ☐ General accounting experience or education.
- ☐ Familiarity with operations of a fire department.
- ☐ Familiarity with public safety software.

This Position Description is not intended to be all-inclusive. It is within the City of Elk River's discretion to assign additional duties and responsibilities or remove duties and responsibilities at any time.

This Position Description does not constitute a Contract of Employment.



Fire Administrative Assistant Physical Requirements

Physical Requirement	Frequency
ESSENTIAL	
Sitting	Daily
Repetitive Movements	Daily
Carrying Objects	Daily
Operation of Telephone/Radio	Daily
Office Equipment Operation	Daily
Computer/Typewriter Operation	Daily
Requires Good Vision	Daily
Requires Good Hearing	Daily
Requires Sense of Touch	Daily
Requires Fine Motor Skills	Daily
Requires Near Vision	Daily
Operating a Vehicle	Occasionally
HIGHLY IMPORTANT	
Standing or Walking	Daily
Lifting Objects Waist to Shoulder	Weekly or Monthly
Requires Far Vision	Weekly or Monthly
MODERATELY IMPORTANT	
Twisting/Turning	Occasionally
Lifting Objects Knee to Waist	Occasionally
Exposure to Irritants/Fumes	Occasionally
Requires Good Color Vision	Occasionally
Requires Depth Vision	Occasionally
Requires Peripheral Vision	Occasionally



APPLICATION FOR EMPLOYMENT

13065 Orono Parkway
Elk River, MN 55330
Phone and TDD 763.635.1000
Website: www.ElkRiverMN.gov

The City of Elk River considers applicants for all positions without regard to race, color, creed, religion, sex, age, national origin, sexual orientation, marital status, veteran status, status with regard to public assistance, physical or mental disability, ancestry, genetic information, familial status, membership on local human rights commissions, or any other status protected by state or federal law.

1. Title of specific position for which you are applying			2. Date of Application		3. Date available for work	
4. Last Name		First Name		Middle Name		5. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Street Address			7. City		8. State and Zip	
9. Residence Phone		10. Business Phone		11. Cell Phone		12. E-mail Address
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>			14. Have you previously been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____			
15. If position involves driving, please indicate driver's license number Number _____ State _____ Class _____						
16. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> School Attended _____ How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20						
Names and locations of colleges, universities, technical schools			Did you graduate?		Certificate/degree Course of study	
			Yes <input type="checkbox"/> No <input type="checkbox"/>			
			Yes <input type="checkbox"/> No <input type="checkbox"/>			
			Yes <input type="checkbox"/> No <input type="checkbox"/>			
			Yes <input type="checkbox"/> No <input type="checkbox"/>			
			Yes <input type="checkbox"/> No <input type="checkbox"/>			
17. Relevant current professional memberships, registrations, or licenses. _____ _____ _____						
18. Job-relevant volunteer and unpaid work experience						
Kind of volunteer activity (do not specify organization)		Major responsibilities		# Hours per month	Years From	To

19. Describe any additional experience or training that qualifies you for this job _____

20. Employment History – List your present or most recent experience first. Attach additional sheets if necessary.

Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain _____

Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

Employer _____	Your Title _____
Type of Business _____	Length of Employment:
Street Address _____	From: _____ To: _____
City, State, Zip _____	Total Years _____
Phone number _____	Hours Per Week _____ Last Salary _____
Supervisor's name _____	Reason for Leaving: _____
Supervisor's title _____	

May we contact this employer? Yes ☐ No ☐ If no, explain _____

Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____ May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
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Number and type of positions you supervised: _____

Principal Responsibilities - Be Complete: _____

21. Word Processing/Computer Experience: Number of Years _____

 List Software and hardware you are familiar with _____

CLERICAL APPLICANTS ONLY: Typing Speed _____ WPM

22. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

Answer this question only if applying for a position within our police or fire departments:

23. Have you ever been required to register as a predatory offender, convicted of a felony, or convicted under a narcotics or controlled substance law? Yes ☐ No ☐
If 'Yes', attach a separate sheet with explanation.

Note to all applicants: All employment offers are conditioned upon the applicant passing a criminal background check. All applicants invited for an interview will be asked to provide the above information at the time of the interview. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

24. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? Yes ☐ No ☐
If 'Yes' to #24, are you a permanent resident of the State of Minnesota? Yes ☐ No ☐
If 'Yes' to #24, were you disabled during your service in the military? Yes ☐ No ☐ If yes, you must provide proof of disability.

25. If applying for Veterans' Preference points, state your qualifications and provide a copy of form DD214. Failure to make the disclosure and to provide form DD214 will make you ineligible for Veterans' Preference.

I have provided my qualifications for receiving Veterans' Preference Yes ☐ No ☐
I have attached a copy of form DD214 to this application Yes ☐ No ☐

26. Where did you hear about this position? _____

SIGNATURE

In connection with this application for employment, I authorize the City of Elk River and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Elk River and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES ☐ YES, but not present employer until job is offered ☐ NO (We may be unable to hire you without this information) ☐

I understand that no management official other than the City Administrator, has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.

I understand that neither this document nor any offer of employment from the City constitutes an employment contract unless a specified document to that affect is executed by the City Administrator and me in writing. Unless a written document signed by the City Administrator and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All City employees are employees at will unless covered by a labor contract or other written agreement.

The City has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.

DATE

SIGNATURE OF APPLICANT (do not print)



City of Elk River
Fire Administrative Assistant
Supplemental Application

Complete the following questions. Attach additional pages if necessary.
Be complete as your application will be evaluated according to your responses to these questions.

1. Do you have a high school diploma or the equivalent? ☐ Yes ☐ No
2. Do you have at least one-year experience with Microsoft Office software, especially Excel, Outlook, Word and Publisher. ☐ Yes ☐ No

Please describe your experience with these software programs:

3. Please describe your experience working effectively with the public:

4. Do you have a valid driver's license and a good driving record? ☐ Yes ☐ No
5. While this is a non-response position, the administrative assistant may be called upon to provide administrative/clerical support during a large scale emergency incident or disaster. While this would be a rare occurrence, do you have any concerns with reporting to work with little notice? ☐ Yes ☐ No
6. After reviewing the Position Description and Physical Requirements included in this packet, are you able to safely perform the duties of this position with or without accommodation? ☐ Yes ☐ No
7. Using the following scale, what type of work assignments and tasks do you prefer the most (choose one)?

1: Consistent with very little change or variation

5: Very dynamic with varying work assignments and challenges

| 1 | ----- | 2 | ----- | 3 | ----- | 4 | ----- | 5 |

Please explain:

8. The office assistant will be using public safety software systems. Using the following scale, rate your experience with using public safety software (choose one).

1: No experience

5: Experienced

| 1 | ----- | 2 | ----- | 3 | ----- | 4 | ----- | 5 |

Please explain:

9. Using the following scale, rate your education/experience with preparing written and statistical reports (choose one).

1: No experience

5: Experienced

| 1 | ----- | 2 | ----- | 3 | ----- | 4 | ----- | 5 |

Please explain: _____

10. The Fire Department uses a number of interactive social media applications, including the city's website, Facebook, Twitter, and Instagram. What is your experience with using social media applications?

11. The Fire Department has five core values (integrity, professionalism, honor, compassion, and dedication). How do your work habits fit these characteristics?

12. After reviewing the position summary and qualifications, why do you feel you are qualified for this position?

***IMPORTANT FACTS ABOUT INFORMATION ON YOUR EMPLOYMENT
APPLICATION***

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

<i>Private Data</i>	<i>Why We Ask For It</i>	<i>Are You Legally Obligated To Provide It?</i>	<i>What May Happen If You Don't Provide It</i>
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
E-mail Address	To be able to contact you with updates regarding the selection process.	No	You will not receive updates as we progress through the hiring process. All applicants will be notified by postal mail once the process is complete.
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

***ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY
BE GIVEN TO ANYONE FOR ANY PURPOSE.***



City of Elk River
13065 Orono Parkway
Elk River, Minnesota 55330
763.635.1000

Tennessee Warning/Waiver of Claims

As an applicant for the position of Fire Administrative Assistant, I have voluntarily supplied data about myself that may be public and/or private in nature. Under Minnesota law the following information about you must be available to any member of the public who requests it: veteran status; relevant test scores; rank on eligibility list; job history; work availability; and education and training. Your name will not be made available to the public unless you are selected to be interviewed by the City.

I authorize the Elk River Police Department to conduct a criminal history background check to include adult and juvenile records and also a search of my driver's license record, as well as any other searches deemed necessary conditional to employment with the City of Elk River.

I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I understand that, even if I am hired for this position, I may be subject to dismissal or other disciplinary action if I have made an intentional effort to provide deceptive or misleading information.

I understand that this data will be kept on file for a period of one year, even if I am not hired for this position. I understand that, if I am hired, this information will remain on file with the City of Elk River.

I further understand that this information will be used by the City to aid in the determination of my relative and/or specific suitability for employment for the position stated above.

Finally, I understand that the data that I have provided may be shared in whole, or in part, by other agencies within the criminal justice system, by other private and public entities, and by other persons for the purpose of conducting a background investigation, and by all individuals in the City who need to know this information.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Elk River and the Elk River Police Department, and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signed: _____ Date: _____
(Full name of applicant)

Printed: _____
(Full name of applicant)

Address: _____
Street Address City State and Zip

☐ Check here if you are less than 18 years old.

Any other names used in the past: _____

All addresses where you have lived in within the past ten years: _____

Driver's License Number: _____

Witness: _____ Date: _____

Employment Data Record

During application and employment, applicants and employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, sexual orientation, or public assistance.

As an employer with an Affirmative Action program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please Note: Your cooperation is voluntary. Inclusion or exclusion of any data will not affect any employment decision.

Voluntary Survey – (please print)

Job Applied For: Fire Administrative Assistant

Date: _____

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of an employee. This data is for statistical analysis with respect to the success of the Affirmative Action program. Submission of this information is voluntary.

Name _____	
Address _____	
City _____	State _____ Zip _____
Check One: Male _____ Female _____	
Check one of the following: (Ethnic Origin) White _____ Hispanic _____ American Indian/Alaskan Native _____ Black _____ Asian/Pacific Islander _____ Other _____	
Check one of the following: Vietnam Era Veteran _____ Disabled Veteran _____ Handicapped _____ Not Applicable _____	